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SUGGESTIONS TO IMPROVE EFFICIENCY
AND POSSIBLY SAVE PERSONNEL "SPACES"

1. Install an improved, more accurate and comprehensive personnel records system geared to the needs of Division managers. Such records include personnel files, Position Control Registers, time in grade lists, home base lists, qualification lists and more detailed statistical break-downs. These record systems should cover both staff and contract employee reporting. The records which exist in these areas at this time are either outdated, inaccurate or not really responsive to current needs. It is doubtful, for example, that the DDO has an instant, complete list of all the people who work for him. A well tailored and integrated records system should save untold man hours of "by hand" updating and reproducing of lists and files by the Area Divisions. This project should take a while to develop and should be done by a small task force of personnel officers who know the needs and limitations.

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2. Provide improved long term cover back stopping for periods of employee nonofficial cover. Specifically, how can past government service under nonofficial cover with CIA be verified and still protect the cover installation when people leave to go to work for other government agencies? This is an important consideration for the individual in this new government job in terms of promotions, leave, retirement, etc. These problems could become more acute as more people leave the Agency for one reason or another because there is no mechanism to certify government service other than open CIA. Each time a single case appears, many people are tied up for long periods of time trying to resolve but with little success.

3. Reduce the paper work involved in presenting quality step increases, promotions and awards. For example, the Area Division must send DDO/Personnel

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Staff (CSPS) six "packages" on a QSI each consisting of a recommendation, biographic profile, last three fitness reports and, often, other pieces of paper. The reproduction aspects alone are overwhelming not to mention typing, assembling, etc.

4. Establish system in OP to maintain currency of Bio sheets--(possibly machine produced after initial review by competent individuals). In this regard, use modified Bio Profiles for contract employees and eliminate the non-staff data sheet. Bio sheets for contract employees can then also be maintained as records of a considerable "pool" of skills and experience.

5. Reduce or eliminate DDO/PS (CSPS)/DDO/OP participation in the contract personnel area. At present, each time any personnel action takes place the papers and files must be sent through CSPS/DDO/OP for review. So far, we can see nothing that is added by their review - just a couple of more people in the act. (The same considerations could also be given concerning staff employee type actions.) Surely a number of personnel "spaces" could be saved in the DDO/PS (CSPS)/DDO/OP establishment.

6. Eliminate Form 1150 (b) titled Notification of Personnel Action - at least until it is perfected. Tons of these forms are received by the Divisions. However, they are of little value because the information is not current and is often unreliable. Yet the forms must be filed and corrections noted. When perfected consider substituting form 1150 (b) to replace contracts and contract amendments since most have standard provisions.

7. Develop a better system of maintenance of the PERCON reports whereby time does not have to be expended each month in their review and correction. The cover reassignment aspects seem to be the most out of date.

8. Establish "Official Personnel Files" in OP on all contract employees to maintain permanent records of the individuals employment history in a manner similar to the current staff employee system.

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9. Re-introduce the single Agency-wide Fitness Report reporting schedule applicable to all personnel. Have machine produced forms forwarded to the using components for execution and return to OP in lieu of the machine lists of FR's due. Redesign the FR form and requirements therefore thus allowing certification of satisfactory performance for PSI purposes and reducing ratings to unsatisfactory (U), satisfactory (S), outstanding (O). Overall ratings of U or O to require narrative explanation; ratings of S would be optional narrative statements. This would simplify FR development and increase timeliness and eliminate the entire PSI certifying procedure as it is presently constituted.